

Museum on Main Street (MoMS) 2024-2026

Massachusetts Foundation for the Humanities



Inquiry Form

This form is a Letter of Inquiry (LOI) for sites seeking funds to host the 2025-2026 Museum on Main Street exhibit "Voices and Votes: Democracy in America." Sites that are approved for funding will complete a formal application that will include a budget and a description of associated programming. Please complete this form by **May 10, 2024**. For more information, please see the guidelines.

Project Name*

Please enter "Voices and Votes-[host community name]," ie, "Voices and Votes-Northampton."

Character Limit: 100

Host Site Name*

Name of your organization.

Character Limit: 100

Host Site Street Address*

e.g., 123 Main Street, Suite 45

Character Limit: 100

Host Site Address*

e.g., Anytown, MA 02100

Character Limit: 100

Website for Host Site

List the web address for your institution.

Character Limit: 100

Project Director's First and Last Name*

The Project Director organizes the project and completes online reporting.

Character Limit: 100

Project Director's Position/Title

Character Limit: 100

Project Director's Email*

Character Limit: 254

Project Director's Daytime Phone Number(s)*

Character Limit: 100

TOUR DATES

The Voices and Votes tour will run from April 19, 2025 to February 1, 2026. Each site will have the exhibit for six weeks. There will be one week for shipping between each site. From the following dates, please select your top 3 choices to host the exhibition.

Preferred Dates - First Choice*

Choices

4/19/2025 - 5/31/2025

6/7/2025 - 7/19/2025

7/26/2025 - 9/6/2025

9/13/2025 - 10/25/2025

11/1/2025 - 12/13/2025

12/20/2025 - 2/1/2026

Preferred Dates - Second Choice*

Choices

4/19/2025 - 5/31/2025

6/7/2025 - 7/19/2025

7/26/2025 - 9/6/2025

9/13/2025 - 10/25/2025

11/1/2025 - 12/13/2025

12/20/2025 - 2/1/2026

Preferred Dates - Third Choice*

Choices

4/19/2025 - 5/31/2025

6/7/2025 - 7/19/2025

7/26/2025 - 9/6/2025

9/13/2025 - 10/25/2025

11/1/2025 - 12/13/2025

12/20/2025 - 2/1/2025

HOST ORGANIZATION REQUIREMENTS

Population Requirements

In order to host Museum on Main Street, your organization must be based in a town of 12,000 people or fewer, according to the 2020 US Census. Select your community from the dropdown menu below.

Nonprofit Status

Your organization must be a 501(c)3 nonprofit, government entity, tribal entity or educational institution.

Matching Requirements

Each site will receive a \$10,000 grant from Mass Humanities to host the exhibit for six weeks. Grant funds will cover the costs of at least six public programs to support the exhibit, as well as shipping the exhibit, trainings, publicity, planning meetings, and staff time. Organizations must provide a cost share equal to or greater than the grant amount (\$10,000). This support may be in cash or in the form of in-kind contributions including volunteer time, contributed equipment and supplies, contributed facilities, and indirect costs.

Grants and Reporting

Your organization may not have an open grant with Mass Humanities (except for 2024 Reading Frederick Douglass Together grants).

Host Community*

Select the host community. Population eligibility requirements are based on 2020 US census. If your community is not listed, please select "Not Listed."

Choices

Acushnet
Adams
Alford
Aquinnah
Ashburnham
Ashby
Ashfield
Athol
Avon
Ayer
Barre
Becket
Berkley
Berlin
Bernardston
Blackstone
Blandford
Bolton
Boxborough
Boxford
Boylston
Brewster
Brimfield
Brookfield
Buckland
Carlisle
Carver
Charlemont
Chatham
Cheshire
Chester

Chesterfield
Chilmark
Clarksburg
Cohasset
Colrain
Conway
Cummington
Dalton
Deerfield
Dighton
Douglas
Dover
Dudley
Dunstable
East Brookfield
Eastham
Edgartown
Egremont
Erving
Essex
Florida
Freetown
Georgetown
Gill
Goshen
Gosnold
Granby
Granville
Great Barrington
Groton
Groveland
Hadley
Halifax
Hamilton
Hampden
Hancock
Hanson
Hardwick
Harvard
Hatfield
Hawley
Heath
Hinsdale
Holbrook
Holland
Hopedale
Hubbardston
Hull
Huntington

Lakeville
Lancaster
Lanesborough
Lee
Leicester
Lenox
Leverett
Leyden
Lincoln
Littleton
Lunenburg
Manchester-by-the-Sea
Marion
Mattapoisett
Maynard
Mendon
Merrimac
Middlefield
Middleton
Millis
Millville
Monroe
Monson
Montague
Monterey
Montgomery
Mount Washington
Nahant
New Ashford
New Braintree
New Marlborough
New Salem
Newbury
Norfolk
North Brookfield
Northfield
Norwell
Oak Bluffs
Oakham
Orange
Orleans
Otis
Paxton
Pelham
Pepperell
Peru
Petersham
Phillipston
Plainfield

Plainville
Plympton
Princeton
Provincetown
Richmond
Rochester
Rockport
Rowe
Rowley
Royalston
Russell
Rutland
Salisbury
Sandisfield
Savoy
Sheffield
Shelburne
Sherborn
Shirley
Shutesbury
Southampton
Southborough
Southwick
Spencer
Sterling
Stockbridge
Stow
Sturbridge
Sunderland
Sutton
Templeton
Tisbury
Tolland
Topsfield
Townsend
Truro
Tyringham
Upton
Wales
Ware
Warren
Warwick
Washington
Wellfleet
Wendell
Wenham
West Boylston
West Bridgewater
West Brookfield

West Newbury
 West Stockbridge
 West Tisbury
 Westhampton
 Westminster
 Weston
 Whately
 Williamsburg
 Williamstown
 Winchendon
 Windsor
 Worthington
 Not Listed

If your host community is not listed above, please explain.

Character Limit: 2500

501(c)3 Status*

Is the organization a 501(c)3, government entity, tribal entity or educational institution?

Choices

Yes
 No
 Pending 501(c)3

Organizations must provide a cost share at least equal to the grant (\$10,000). This support may be either in cash or in the form of in-kind contributions including volunteer time, contributed equipment and supplies, contributed facilities, and indirect costs.

Cost Share/Matching Requirements*

Does the sponsoring organization agree to provide a cost share at least equal to the grant (\$10,000)?

Choices

Yes
 No

Applicants must agree to completing final reporting for all open grants from Mass Humanities, with the exception of Reading Frederick Douglass Together grants, by **May 3, 2024**.

Does the organization currently have an open grant with Mass Humanities?*

This includes all grants **except** Reading Frederick Douglass Together grants.

Choices

Yes
 No

PHYSICAL REQUIREMENTS FOR HOST SITES

Voices and Votes consists of 6 free-standing kiosks. The exhibition takes up 650-700 square feet and you will need a minimum ceiling height of 8 feet to install the exhibition. You will also need access to electricity and five extension cords. You should have at least 36 inches of space between kiosks and between the kiosks and the walls to comply with ADA requirements.

Voices and Votes is packed in 16 crates. When packed, the crates are between 150 and 350 pounds. You will need to store the crates while the exhibit is installed. Storage can be either on-site or off. The storage space must be at least 200 square feet and be cool, dry, and clean. The exhibit will fit in a 26 foot U-Haul (or similar) truck for shipping to the next site.

Physical Requirements*

Eligible sites must meet the following requirements. Please check all that apply.

Choices

- A publicly accessible location that is open multiple days during the week
- Accommodate exhibition measuring 650-700 square feet, with minimum ceiling height of 8 feet
- Arrange for shipping of crates in an enclosed 26' U-Haul (or similar) truck
- At least one doorway of 82" clearance
- Functional electrical outlets in the display space and five extension cords for use with the exhibit
- House 16 shipping crates, requiring 200 square feet, in a cool, dry, and clean environment

Exhibition Space Size*

Please provide the square footage of available exhibition space (the room or hall where the exhibit will be located) at your site.

Character Limit: 100

How many hours and days of the week will the exhibit be open and accessible to the public?*

Sites must be publicly accessible and open multiple days during the week.

Character Limit: 250

PROGRAMMING AND NARRATIVE QUESTIONS

Programming Requirements

Host sites are required to develop at least six public programs related to the exhibition. At least four of these programs must be scheduled during the period that your site is hosting the exhibition. One of these programs must be a community conversation hosted in partnership with another local organization. Please indicate below if your organization is able to commit to these programming requirements.

Capacity Building

Mass Humanities will provide capacity building workshops in the months before the exhibition's arrival. Two staff members from your organization will be required to attend 2 workshops, including a planning workshop in September 2024 and an installation workshop with the Smithsonian in April 2025 when the exhibition arrives to learn how to assemble it. Please

indicate below if your organization is able to commit staff members to attending the required workshops.

Narrative Questions

Please explain below how the themes of *Voices and Votes* relate to the history and culture of your area; describe your potential partner organizations; describe the humanities programming you are considering; and discuss the audiences you hope to engage.

Programming Requirements

Is your organization able to commit to the public programming requirements?

Choices

Yes

No

Capacity Building

Is your organization able to commit staff members to attending the required workshops?

Choices

Yes

No

NARRATIVE QUESTIONS

Community Goals*

Please give a brief overview of how the *Voices and Votes* theme relates to the history and culture of your area. How might this exhibit help to impact your community? What are your goals and aspirations in hosting this exhibition?

Character Limit: 2500

A goal of Museum on Main Street is to foster partnerships between organizations. Host sites will be responsible for developing at least six public programs to support the exhibit, including at least one community conversation held in partnership with another local organization.

Program Partners*

Describe any potential partner organizations and their relationship to the project.

Character Limit: 1000

Humanities Programming*

Describe any programming that your organization is considering. Hosts will be required to provide at least six public programs, including at least one community conversation in partnership with another local organization.

Character Limit: 1000

Expected Audience*

What audiences are you trying to engage with this exhibit? How are the programs designed to engage them?

Character Limit: 1000

Other comments or questions?

Character Limit: 2000

File Upload

Use this area to upload any pertinent external documents, including letters of support and pictures of your venue.

File Size Limit: 1 MB

Capacity Building Workshops

Capacity Building Workshops

If your organization is selected for MoMS, you will participate in a series of capacity building workshops. Potential topics include publicity and marketing; working with K-12 teachers; and/or facilitating community conversations. What topics would be useful for your organization?

This question is optional, and your suggestions here will **not** be considered in the selection process.

Character Limit: 250